



iQuadra Information Services LLC

Code: iQIntern-2223
Information Technology - Software Engineering
& Marketing
As part of "Step ITUPiQ America Program"

TITLE: STUDENT INTERN – HIGH SCHOOL

CHARACTERISTICS OF THE PROGRAM

The High School Internship from iQuadra Information Services LLC is an academic year program that provides High School juniors and seniors with valuable insights into Information Technology related IT Services and Products. The program provides an opportunity for students to explore future career possibilities as well as gain real-world work experience.

Interns may work up to a maximum of (7) hours per week. These are temporary positions.

ESSENTIAL DUTIES

- Participate in "Step ITUPiQ America" Knowledge Enhancement Sessions.
- Perform assigned duties specific to the topics dealt with as part of the Step ITUPiQ Program.
- Perform specific tasks under the guidance of staff to support program activities
- Provide general information regarding programs and services to the public as part of marketing campaigns.
- Participate in the set-up and operation of special events and program activities
- Perform related duties as required

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Willing and able to perform the job duties
- Must be at least 16 years of age at the time of employment
- Must be a current High School student at the junior or senior level
- Must have a GPA equivalent to a "C" average or higher

WORKING CONDITIONS

- General office environment. While work from home is encouraged, need to be in office at times.

EQUIPMENT

- Computers and peripheral equipment (e.g., personal computer, computer terminals, scanner)



PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Some knowledge of:

- Basic knowledge of MS Office applications that include MS Word, Excel, PPT is desired.
- Basic computer operations

Skills

- **ACTIVE LEARNING** - Understand the implications of new information for both current and future problem-solving and decision-making
- **ACTIVE LISTENING** - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- **CRITICAL THINKING** - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems

Abilities

- **COMPREHEND ORAL INFORMATION** - Listen to and understand information and ideas presented through spoken words and sentences
- **SPEAK** - Communicate information and ideas in speaking so others will understand
- **COMPREHEND WRITTEN INFORMATION** - Read and understand information and ideas presented in writing
- **WRITE** - Communicate information and ideas in writing so others will understand

Other Work Requirements

- **INITIATIVE** - Demonstrate willingness to take on job challenges
 - **DEPENDABILITY** - Demonstrate reliability, responsibility, and dependability and fulfill obligations
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